

City of Carmel  
One Civic Square  
Carmel, IN 46032  
317-571-5850



## Corporate Passport Cancellation/Change Form

EMPLOYEE'S FIRST NAME	LAST NAME	( ) CONTACT NUMBER	
ADDRESS	CITY	STATE	ZIP
SIGNATURE		DATE	

Please check all that apply:

☐ Cancel entire passport membership (Reason for pass cancellation): \_\_\_\_\_

☐ Change membership type (i.e. from household passport to one adult only passport)  
Please list all those participants that will be remaining in the space provided below

Passport Membership Change Information Only			
CURRENT PASSPORT MEMBERSHIP TYPE (i.e. HOUSEHOLD, ADULT ONLY, ADULT/YOUTH etc)	NEW PASSPORT MEMBERSHIP TYPE (i.e. HOUSEHOLD, ADULT ONLY, ADULT/YOUTH etc)		NEW PASSPORT FEE Bi-wkly / monthly
			/
PARTICIPANT'S NAME (FIRST & LAST)	BIRTHDATE (mo/day/yr)	GENDER	
	/ /		
	/ /		
	/ /		

☐ Remove or add a participant only (does not change the passport membership type)

Add or Delete Participant Information Only				
PARTICIPANT'S NAME (FIRST & LAST)	BIRTHDATE (mo/day/yr)	GENDER	ADD OR DELETE PARTICIPANT	PASSPORT FEE Bi-wkly / monthly
	/ /			/
	/ /			/

Monon Center Corporate Passports		
Passport Type	Monthly	Bi-Weekly
Adult (age 16-64)	\$28.00	\$11.08
Adult/Adult	\$56.00	\$22.16
Senior (age 65+)	\$18.40	\$6.92
Youth (age 3-15)	\$18.40	\$6.92
Household	\$76.00	\$30.00

Submit completed forms to: Jim Spelbring, [jpspelbring@carmel.in.gov](mailto:jpspelbring@carmel.in.gov), Human Resources Department, One Civic Square, Carmel, IN 46032. Forms submitted by noon on the Wednesday prior to the end of a pay period will take effect on the following paycheck.

### To be completed by Human Resources Only

\_\_\_\_\_ Cancellation/Change effective date  
\_\_\_\_\_ Payroll effective date